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Billing Code: 5001-06

DEPARTMENT OF DEFENSE

Office of the Secretary

[Docket ID: DOD-2011-OS-0133]

Privacy Act of 1974; System of Records

AGENCY: Defense Logistics Agency, Department of Defense (DoD).

ACTION: Notice to Amend a System of Records.

SUMMARY: The Defense Logistics Agency is proposing to amend a system of records notice in its existing inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

DATES: The proposed action will be effective without further notice on **[INSERT DATE 30 DAYS AFTER DATE PUBLISHED IN THE FEDERAL REGISTER]** unless comments are received which would result in a contrary determination.

ADDRESSES: You may submit comments, identified by docket number and title, by any of the following methods:

* Federal Rulemaking Portal: <http://www.regulations.gov>.

Follow the instructions for submitting comments.

* Mail: Federal Docket Management System Office, 4800 Mark Center Drive, East Tower, 2nd Floor, Suite 02G09, Alexandria, VA 22350-3100.

Instructions: All submissions received must include the agency name and docket number for this Federal Register document. The general policy for comments and other submissions from members of the public is to make these submissions available for public viewing on the Internet at <http://www.regulations.gov> as they are received without change, including any personal identifiers or contact information.

FOR FURTHER INFORMATION CONTACT: Ms. Jody Sinkler, DLA FOIA/Privacy Act Office, Headquarters, Defense Logistics Agency, ATTN: DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221, or by phone at (703)767-5045.

SUPPLEMENTARY INFORMATION: The Defense Logistics Agency's system of record notices subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been published in the Federal Register and are available from the address in **FOR FURTHER INFORMATION CONTACT**.

The specific changes to the record system being amended are set forth below followed by the notice, as amended, published in its entirety. The proposed amendment is not within the purview of subsection (r) of the Privacy Act of 1974 (5 U.S.C. 552a), as amended, which requires the submission of new or altered systems reports.

Dated: November 21, 2011.

Aaron Siegel,

Alternate OSD Federal Register Liaison Officer, Department of
Defense.

S700.30

System name:

Enterprise Business System (EBS) (August 12, 2008, 73 FR
46888).

Changes:

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Notification procedure:

Delete entry and replace with "Individuals seeking to determine
whether this system of records contains information about
themselves should address written inquiries to the DLA
FOIA/Privacy Act Office, Headquarters, Defense Logistics Agency,
ATTN: DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir,
VA 22060-6221.

Individuals should provide their full name, Social Security Number (SSN), current address, telephone number, and office or organization where currently assigned."

Record access procedures:

Delete entry and replace with "Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the DLA FOIA/Privacy Act Office, Headquarters, Defense Logistics Agency, ATTN: DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221.

Individuals should provide their full name, Social Security Number (SSN), current address, telephone number, and office or organization where currently assigned."

Contesting record procedures:

Delete entry and replace with "The DLA rules for accessing records, for contesting contents and appealing initial agency determinations are contained in 32 CFR part 323, or may be obtained from the DLA FOIA/Privacy Act Office, Headquarters, Defense Logistics Agency, ATTN: DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221."

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System name:

Enterprise Business System (EBS).

System location:

Financial Compliance and Process Management (J-89), Headquarters,
Defense Logistics Agency, 8725 John J. Kingman Road, Stop 6238,
Fort Belvoir, VA 22060-6221.

Enterprise Business System Processing Center (EPC), DISA/DECC-
Ogden, Building 981, 7879 Wardleigh Road, Hill AFB, UT 84056-
5997.

Categories of individuals covered by the system:

Defense Logistics Agency (DLA) civilian employees and civilian
employees of other DoD Components who receive accounting and
financial management support from DLA under an administrative
support agreement.

Categories of records in the system:

Individual's name, Social Security Number (SSN), activity code,
home address, Country Code, Electronic Fund Transfer waiver,

Financial Institution, Bank Routing Number, Bank Account Number, Account Type, gross pay data (date paid, disbursing officer voucher number, disbursing station symbol number, pay period ending date, pay system code, grade, pay/straight rate, work schedule, temporary position code, gross reconciliation code, job order number, hours extended, hours paid, and earnings/employer contributions amount), and reconciliation or error data (if applicable).

Authority for maintenance of the system:

10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 31 U.S.C. 3512, Executive agency accounting and other financial management reports and plans, as amended by Pub.L. 104-208, Federal Financial Management Improvement Act of 1996; and E.O. 9397 (SSN) as amended.

Purpose(s) :

Records are used to initiate reimbursements to enable the Defense Finance and Accounting Service (DFAS) to distribute payments to DLA employees for certain miscellaneous out-of-pocket expenses (training, tuition, Permanent Change of Station, etc). Records are also used to identify employee-related costs associated with reimbursable orders received by DLA and to enable accurate billing of those reimbursable orders.

Records are used to create a general ledger file containing the accounts necessary to reflect DLA operational costs. Operations costs consist of operating accounts, liability accounts, budgetary accounts, and statistical accounts, maintained for the purposes of establishing, in summary form, the status of the DLA accounts and to provide an audit trail to verify accuracy of reports.

Records are used by financial management offices to validate and accurately record employee-labor operational expenses.

Records are used to determine DLA civilian payroll budgetary requirements.

Records are used by internal auditors to conduct audits or investigations into the DLA accounting and financial management process.

Records are used by the DOD Components who receive accounting and financial management support from DLA under an administrative support agreement for accounting and financial management purposes.

Records devoid of personal identifiers are used for extraction or compilation of data and reports for management studies and

statistical analyses for use internally or externally as required by DOD or other government agencies.

Statistical data, with all personal identifiers removed, may be used by management for program evaluation, review, or oversight purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records contained therein may specifically be disclosed outside the DOD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To the Office of Management and Budget for the purposes of conducting reviews, audits, or inspections of agency practices.

The DoD "Blanket Routine Uses" apply to this system of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records may be stored on both paper and electronic media.

Retrievability:

Records are retrieved by individual's name, Employee number, and/or Social Security Number (SSN).

Safeguards:

Physical entry is restricted by the use of locks, guards, and administrative procedures. Access to personal information is restricted by access profiles to those who require the records in the performance of their official duties. All Personally Identifiable Information is encrypted with accessibility limited to permitted access profiles. Access to personal information is further restricted by the use of passwords that are changed periodically.

Retention and disposal:

General ledger postings are cutoff at the end of the fiscal year and are maintained for 6 years and 3 months, and then destroyed. Reconciliation or error records may remain in the system no longer than 2 years. These reconciliations or error records are kept by the Defense Finance and Accounting Service (DFAS) 6 years and 3 months, and are then destroyed. Ready to pay file disposition is pending (until the National Archives and Records

Administration has approved the retention and disposal of ready to pay files, treated them as permanent).

System manager(s) and address:

Staff Director, Financial Compliance and Process Management (J-89), Headquarters, Defense Logistics Agency, 8725 John J. Kingman Road, Stop 6238, Fort Belvoir, VA 22060-6221.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the DLA FOIA/Privacy Act Office, Headquarters, Defense Logistics Agency, ATTN: DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221.

Individuals should provide their full name, Social Security Number (SSN), current address, telephone number, and office or organization where currently assigned.

Record access procedures:

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the DLA FOIA/Privacy Act Office, Headquarters,

Defense Logistics Agency, ATTN: DGA, 8725 John J. Kingman Road,
Suite 1644, Fort Belvoir, VA 22060-6221.

Individuals should provide their full name, Social Security
Number (SSN), current address, telephone number, and office or
organization where currently assigned.

Contesting record procedures:

The DLA rules for accessing records, for contesting contents and
appealing initial agency determinations are contained in 32 CFR
part 323, or may be obtained from the DLA FOIA/Privacy Act
Office, Headquarters, Defense Logistics Agency, ATTN: DGA, 8725
John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221.

Record source categories:

Existing DLA and DFAS databases.

Exemptions claimed for the system:

None.

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